

DOCUMENT PREPARATION INSTRUCTIONS

Street Dedication and Easement Forms Non-Remonstrance Agreements

A. Obtain Required Forms

The City Engineering Department will provide forms for street dedications, easements, and non-remonstrance agreements. These forms are of three types, corporate grantors, general partnership grantors, and individual grantors. Be sure to obtain the applicable form.

B. Legal Descriptions

Legal descriptions should be prepared by a Registered Professional Land Surveyor and be attached as a separate page.

In street dedications along existing rights-of-way, the new dedication must be controlled by the existing right-of-way centerline.

Legal descriptions accompany non-remonstrance agreements must include the parent parcel.

C. Maps (need to be 8 1/2 x 11 or 8 1/2 x 14, see sample reverse side)

All legal descriptions must be accompanied by a neat, legible map of the described tract of land (include the name of the street abutting the property).

D. Notarized Signatures

All documents shall bear the original seal of a current notary public.

E. Approval and Recording Process

Dedication, easement, and non-remonstrance forms are reviewed prior to approval by the Engineering Department. Legal descriptions are reviewed in the Engineering Department by a Licensed Land Surveyor. Upon approval, the City will send the document to Washington Deed Records for recording. A recorded copy will be sent to the address provided on the form, allow 6-8 weeks to receive your recorded copy.

"Example"

EXHIBIT A

5.00 FOOT WIDE SIDEWALK AND UTILITY EASEMENT
IN THE NE ONE-QUARTER OF THE SE ONE-QUARTER
OF SECTION 36, TOWNSHIP 1 SOUTH, RANGE 1 WEST
WILLAMETTE MERIDIAN, CITY OF TIGARD, WASHINGTON
COUNTY OREGON.



SCALE 1"=100'

SCALE MAY VARY

1S1 36DA
TAX LOT
500

5.00' SIDEWALK
EASEMENT

S.W. PACIFIC HIGHWAY

DESLING